	ADMINISTRATIVE REGULATION AND PROCEDURE

Title: CLASS SCHEDULING	Code:	EE0154

Policy Reference: E0100, Instructional Support

SCOPE:
The current process involves the scheduling of course offerings with accuracy and efficiency as requested by the Academic Divisions.

PURPOSE:
The goal of class scheduling is to schedule course offerings as requested by the Academic Areas with accuracy and efficiency, and to communicate with various departments as needed.

PROCEDURE:
See Class Scheduling's myMATC portal page for supporting documentation.

Rollover
The beginning of every semester, Class Scheduling performs a rollover. This process involves taking the courses from the same semester of the previous year and rolling them into the current semester. Only active classes are rolled over, but Associate Deans can specifically request that a particular active class not be rolled over. This should be communicated to Class Scheduling via email (Note: Winterim section does not rollover). Class Scheduling creates new sections manually on the SECT screen in COSMO. Class Scheduling verifies the rolled over data for accuracy.

Starting a New Term
1. Basic steps for preparing a new term.
   a. When rollover is complete, Assistant Deans, or their proxies review the newly created term and determine if there are any sections they would like to add, eliminate, or make changes to (changing the day, time, capacity, or room assignment). Rollover is completed after the period has ended.

2. Class Scheduling needs the following from the Associate Deans (or their proxies) so all course offerings will be entered with accuracy and efficiency:
   - Make submissions per the deadlines in the separate timeline document.

   - Make submissions on reports (XSWK and XINS) that are less than 48 hours old. The date is on top left of the report.

   - Review all details prior to submission, to ensure all dates, times, days and other relevant details are accurate.

   - Assign full-time (FT) and part-time (PT) faculty to sections using first name, last name and COSMO ID number, and indicate PT or FT on all assignments.

   - Be aware of load limits. Assignments can only be added or modified if the instructor remains in compliance.

   - Load Limits are located in the Faculty Appendix on pages 117 and 118 under Assignment of Classes.

- Review section worksheets (XSWK) after Class Scheduling confirms that all requests have been completed.

- Review instructor programs (XINS) on a regular basis to ensure accurate loads and overall load compliance.

- Assign all instructors PRIOR to the start date of said sections to actively reduce the number of pay adjustments.

- Communicate to all instructors that payroll issues should be addressed with the Associate Dean, not Class Scheduling

- Changes should be made prior to the first payroll deadline for the current semester.

- Changes made after the payroll deadline will involve pay adjustments, and may result in delayed pay.

All requests must be approved by the Associate Dean. Depending on the nature of the request Dean or Provost may be needed. Once approval is obtained, documentation has to be submitted to Class Scheduling for revisions to be processed.

All requests must be approved by the Associate Dean. Depending on the nature of the request, the Provost may need to grant approval. Once approval is obtained, documentation has to be submitted to Class Scheduling for revisions to be processed.

Training
Class Scheduling along with the Associate Deans and Deans have formed a committee to strive for continuous improvement and efficiencies. Training sessions are ongoing via the committee and Class Scheduling. If additional training is needed, the Associate Dean should contact their Class Scheduler via email and copy the Manager of Class Scheduling. Class Schedule collaborates with their assigned Associate Deans on a regular basis for educational purposes.

All documentation must clearly identify section identification, and clearly identify changes being requested. Ideally this would come from the XSWK or XINS Report which are located in the Cosmo/Datatel application.

Best Practice
In order to be efficient, Associate Deans and academic departments should make use of the following tools:

1. Section Worksheet (XSWK) in COSMO/CROA; CROA does not have immediate updates. This system pdates every morning at approximately 3 A.M.

2. Faculty Load Sheet (XINS) in COSMO

3. INFOnline – Section information visible to students. This report does not show the sections that are on Hold or those with restricted access. To view INFONLINE, employees should utilize the XSWK application.

References
MATC Policy D0600

Class Scheduling Timeline (revised 9.21.17)

	Finalized sections to scheduling	Course available on INFOnline	Student Registration opens	All Faculty assignments, including ZANCILS, due to Scheduling
Summer & Fall semesters	First workday of February	First workday of March	mid-April	First workday of May
Spring & Winterim Semesters	First workday of September	First workday of October	mid-November	First workday of December

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